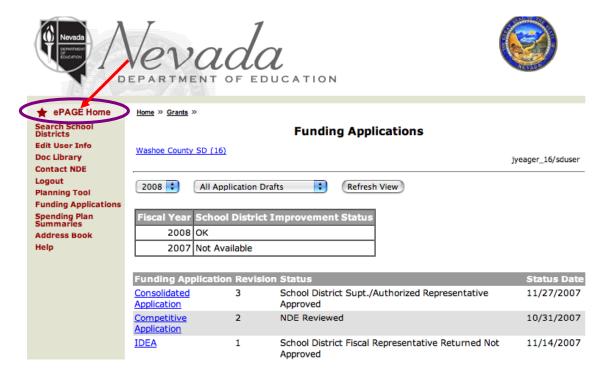# Home Page

The **ePAGE Home** link is at the left menu bar of every section in ePAGE.
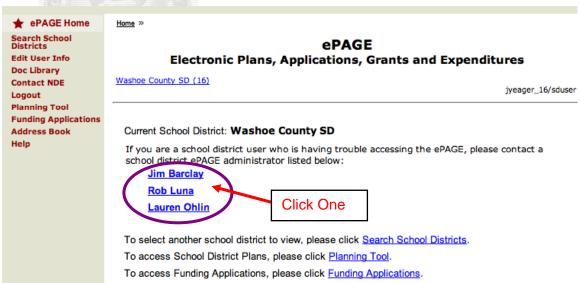

From **ePAGE Home** you may:

- **Contact** a School District ePAGE Administrator.
- View a District other than your own with the **Search School Districts** link.
- Access School District Plans with the **Planning Tool** link.
- Access Funding Applications with the **Funding Applications** link.
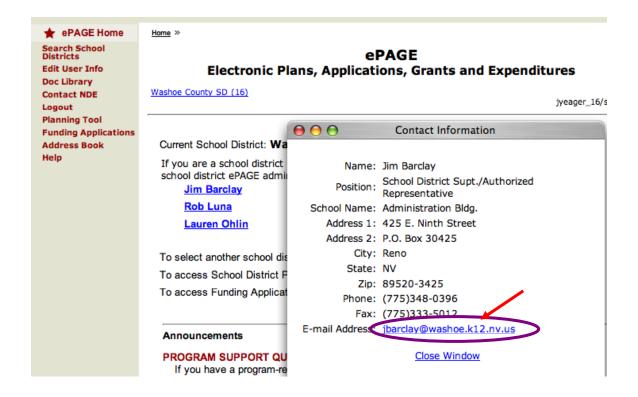- Read important **Announcements** from NDE.

Contacting a School District Administrator: If you are having trouble accessing ePAGE or for help with a variety of issues, your first step should be to contact a School District ePAGE Administrator, by Clicking the blue link with a *Contact's Name*. All district users who are set up as *Administrators* will appear in this section. (See the topic *Admin Tools: Create, Modify, Inactivate, and Reactivate Users* for further information on *Administrator* access).
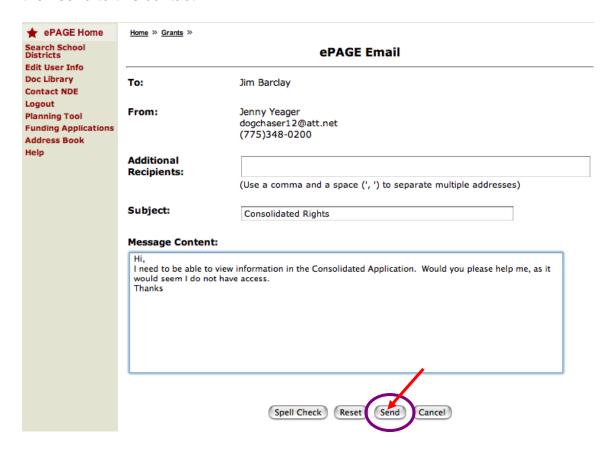
After Clicking a *Contact's Name*, you will notice the pop up menu *Contact Information*. If you wish to send an e-mail, Click the blue link for the *Contact's E-mail Address.*

(If you do not want to send an e-mail, Click *Close Window*. You will be taken to the *ePAGE Home* page.) In the following example, sending an e-mail is desired.

You will be taken to the **ePAGE Email**, where you can type a subject, message, then send to this contact.
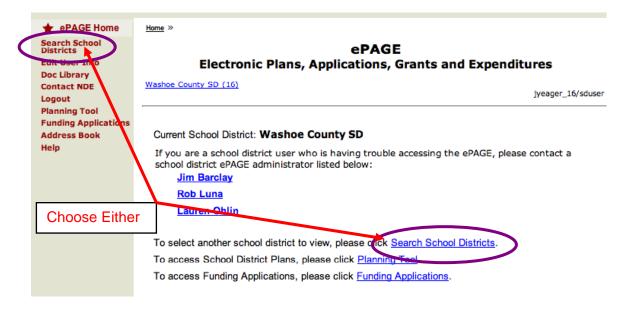

Click **Spell Check, Cancel** or **Rese**t (clears all that has been written up to that point) as needed. When finished typing and editing the message, Click **Send**.
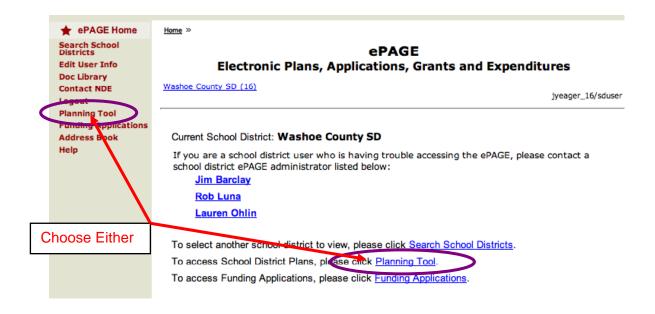
Your e-mail has been sent.

Viewing Another School District: You may wish to view another school district's *Home Page* for reference.

Click the blue link to *Search School Districts*. The *Search School Districts* link on the *ePAGE Home* page serves the same purpose as the *Search School Districts* selection in the left menu bar.

You will be taken to the *Search School Districts* page. See the topic **Search School Districts** for further reference on navigating in this area.
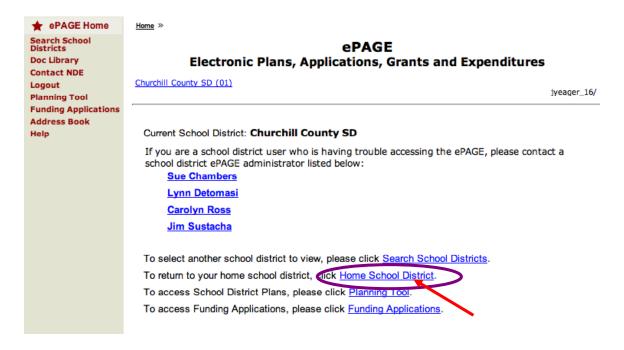
Viewing or Modifying Plans: The *Planning Tool* link on *ePAGE Home* serves the same purpose as the *Planning Tool* selection in the left menu bar. See the topic **Planning Tool** for further information on working with the *Planning Tool*.

Note: If you selected another school district in the **Viewing Another School District** section, the information displayed will be for the other school district. If you want your own district:
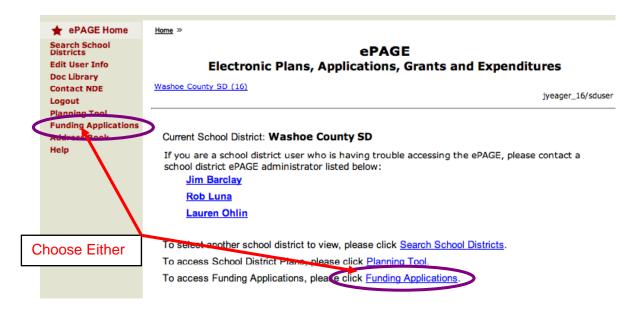
Click *ePAGE Home*.

Click *Home School District*.

Click the *Planning Tool* again. You will notice your are now back in your own district.

Viewing or Modifying Funding Applications: The *Funding Applications* link on *ePAGE Home* serves the same purpose as the *Funding Applications* selection in the left menu bar. See the topic **Funding Applications** for further information on working with *Funding Applications.*

Note: If you selected another school district in the **Viewing Another School District** section, the information displayed will be for the other school district. If you want your own district:
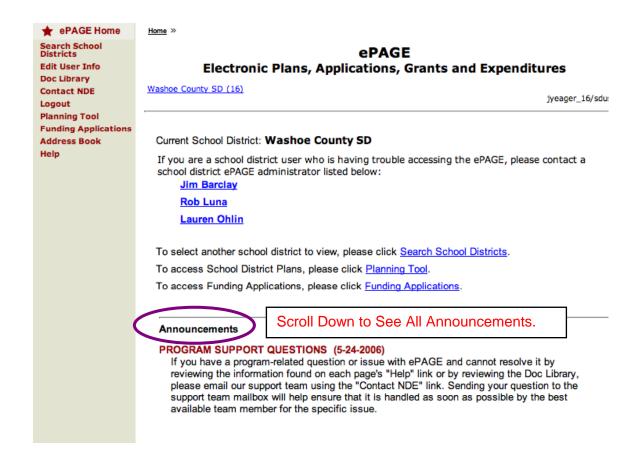
Click *ePAGE Home*.

Click *Home School District*.

Click *Funding Applications* again. You will notice your are now working in your own district.

Reading Announcements from NDE: Periodically, NDE staff will have important information for district users, such as: Announcement of new grants in ePAGE; Due dates; Procedural changes, etc. This information appears on the *ePAGE Home* page. To read current announcements:

Click *ePAGE Home*.

Scroll down to the *Announcements* section to review / look for new information.

When done with all *Home Page* functions, *Logout* at the left menu bar.